

Town of Los Altos Hills

Proposed Schedule of Fees, Deposits, Charges for Service, and Other Assessments

Effective Date: August 15, 2008

Category/Process

Item/Description	FEE	UNIT
I DEVELOPMENT PROCESS - PLANNING *		
A FEES AND CHARGES FOR SERVICES		
1 Staff service rate - Planning Department		
Planning Director	\$ 205.00	per hour
Senior Planner	\$ 150.00	per hour
Associate Planner	\$ 135.00	per hour
Assistant Planner	\$ 125.00	per hour
2 Consultant rate		
Including without limitation City Attorney, Town Geologist, engineering consultant, and Town Arborist	Applicable rate charged to Town + 10% administration charge	
3 General		
General plan amendment	\$ 1,130.00	
Review of initial study	\$ 445.00	
Preparation of initial study	\$ 1,850.00	
Preparation of negative declaration	\$ 540.00	
Preparation of draft EIR by staff	Any direct and indirect costs incurred by the Town	
Review of draft EIR prepared by outside consultant	\$ 1,500.00	
4 Subdivision applications		
Tentative map 4 lots or fewer	\$ 1,490.00	per resulting number of lots
More than 4 lots	\$ 1,490.00	per resulting number of lots
Time extension	\$ 295.00	
Appeal	\$ 445.00	
Amendment	\$ 785.00	
Final map: 4 lots or fewer	\$ 1,130.00	
More than 4 lots	\$ 1,130.00	
Final map certificate of correction	\$ 745.00	

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Item/Description	FEE	UNIT
Pathway in-lieu fee	\$ 50.00	per lineal foot of the average width of the property or \$5,400, whichever is greater, for each lot without a path (one-time charge per lot)
Roadway improvements	\$ 16.00	per lineal foot
Recreation in-lieu fee	See LAH Municipal Code Sec 9-1.1403	
Storm drainage fee - development area within public right-of-way or easements	\$ 0.65	per square foot
Lot line adjustment	\$ 1,130.00	per resulting number of lots
Lot merger	\$ 1,130.00	per resulting number of lots
Town inspection of public improvements (does not include inspection requirements of other public agencies)	\$ 155.00	
5 Annexation		
Number of lot4 lots or fewer	\$ 1,490.00	per number of lots
More than 4 lots	\$ 1,490.00	
Time extension	\$ 290.00	
Appeal	\$ 445.00	
Amendment	\$ 785.00	
6 Conditional use permit (CUP) and conditional development permit (CDP)		
Application	\$ 1,285.00	
Appeal	\$ 445.00	
Renewal or amendment	\$ 445.00	
7 Variances		
Major: Application	\$ 1,490.00	
Appeal	\$ 445.00	
Minor: Application	\$ 720.00	

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Item/Description	FEE	UNIT	
Appeal	\$	445.00	
Fence: Application	\$	310.00	
Appeal	\$	445.00	
8 Site analysis	\$	175.00	
Review of County application	\$	330.00	
9 Zoning and site development			
Geologic review	Applicable rate charged to Town + 10% administration charge		
Permit approval			
Basic charges:			
Staff-level review and approval			
Administrative level review - no hearing per Municipal Code	\$	235.00	
No measuring of plans and no grading or drainage charges (e.g., fences, dishes)	\$	100.00	
All others	\$	130.00	
Site development committee-level review and approval	\$	915.00	
Planning Commission-level review and approval	\$	2,345.00	
Additional charges			
In-lieu payments for road improvements	\$	16.00	per square foot
Pathways	\$	50.00	per lineal foot of the average width of the property or \$5,400, whichever is greater, for each lot without a path (one-time charge per lot)
Permit modification	\$	310.00	
Appeal	\$	445.00	
Extension:			

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Staff level		
Other extension	\$	155.00
Council level	\$	310.00
10 Street and pathway excavation permit		
Permit fee	\$	150.00
Other charges, where applicable:		
Street	\$	10.00 per square foot of surface area being excavated; \$520 minimum
Pathway	\$	1.20 per square foot of surface area being excavated; \$520 minimum
B MISCELLANEOUS		
1 Other request or actions requiring Planning Commission or City Council	\$	445.00
2 Service request - request for review of information that requires more than the standard counter staff time	\$	100.00
C ENVIRONMENTAL MONITORING		
Inspection of landscape plantings, required storm drainage maintenance	\$	225.00
D MONETARY PENALTIES		
Application process violation - site development permit; variance; Conditional Use Permit		10 times fee charged
E ZONING ORDINANCE INTERPRETATION	\$	310.00

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Category/Process
Item/Description

FEE

UNIT

II BUILDING PROCESS: PLAN REVIEWS, PERMITS, AND INSPECTIONS - BUILDING *

A FEES AND CHARGES FOR SERVICE

1 Construction and structural addition

As per Municipal Code, Chapter 7, Section 8-7.01, Building Construction and Structural Addition Change

New dwelling	\$	1,150.00	
Addition to any building - including remodels costing more, in dollars, than 100 times the square footage computation of the total structure	\$	0.70	per square foot of floor area added

2 Planned drainage facilities

Impermeable structure	\$	0.90	per square foot of development being added
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3 Building permit

Valuation - new dwelling or addition

Habitable space	\$	155.00	per square foot
Garages	\$	55.00	per square foot
Decks	\$	25.00	per square foot

Permit fee:

New residence	\$140 plus 0.7% of the valuation
All other projects, other than small projects listed below	\$140 plus 0.7% of the valuation
Small projects (satellite dishes, decks less than 200 square feet, sheds less than 200 square feet, window replacements, deck repairs, gazebos, chimney repairs, fences less than 200 lineal feet) or other small projects approved by	\$ 95.00

Demolition \$85 + applicable Roadway Impact Fee

Other projects

Bedroom	\$	90.00
Plus (depending on valuation)		
\$ 1 to \$ 2,000	\$	70.00
\$ 2,001 and up	\$145 plus 0.51% of the valuation	

Plan review fee 65% of permit fee

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Category/Process Item/Description	FEE	UNIT
Review of plan revisions	\$ 145.00	per hour or \$85, whichever is greater
Plan retention fee	\$ 15.00	per page of plans
Final deposit - based on total valuation		
Less than \$ 10,000		
\$ 10,000 or more		
Site development compliance inspection - collected at building plan submittal stage and required only when project is based on a site development	\$ 635.00	
Roadway impact fee	For permit valuations at or above \$10,000: 0.93% of valuation	
Energy fee (state imposed)		
Any new dwelling or habitable addition to an existing dwelling	15% of building permit	
Formula = 1.65 x (.15 x building permit fee)		
Strong motion instrumentation program (state imposed)	\$.10 per \$1,000 of assessed valuation	
Extension of building permit	\$ 55.00	
Replacement of inspection card	\$ 25.00	
4 Other inspections and plan reviews		
A requested inspection, when no permit is needed	\$ 145.00	per hour
Outside normal business hours	\$ 145.00	per hour, with a 2-hour minimum
Reinspection	\$ 145.00	
Inspection for which no fee is otherwise indicated	\$ 145.00	
Additional plan reviews	\$ 145.00	
Code compliance inspection and letter	\$ 145.00	
5 Electrical permits		
e.g., panel, service change, repair, landscape lighting, wiring and material per 1990 NEC		
New homes and additions are more than the minimum fees		
Issuance fee	\$ 65.00	
Permit fee - new residential structures	\$.10/sq ft of total square footage	

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6 Plumbing permits		
e.g., water heater, waterline change/repair per 30.1 UPC		
Issuance fee	\$ 65.00	
Permit fee - new residential structures	\$.10/sq ft of total square footage	
7 Mechanical permits		
e.g., furnace replacement, air conditioner, gas line per 301 (a) UMC		
Issuance fee	\$ 65.00	
Permit fee - new residential structures	\$.10/sq ft of total habitable square footage	
8 Re-roofs and termite repair		
Not requiring plan check, if plan check is required, an additional fee is assessed	0.51% of project valuation or \$190, whichever is greater + applicable Roadway Impact Fee	
B MONETARY PENALTIES		
When construction is begun before the appropriate permit is obtained		
Building permit	Up to 4 times normal fee	
Electrical permit	Up to 4 times normal fee	
Plumbing permit	Up to 4 times normal fee	
Mechanical permit	Up to 4 times normal fee	

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III PUBLIC WORKS *

A FEES AND CHARGES FOR SERVICE

1 Staff service rate - Engineering Department

Public Works Director/City Engineer	\$	220.00	per hour
Associate Engineer	\$	160.00	per hour
Assistant Engineer	\$	140.00	per hour
Engineering Technician	\$	125.00	per hour

2 Sewage disposal

Appeal of any enforcement action - filing fee and deposit	\$	550.00	
Sewer connection fee	\$	7,950.00	per unit of service

Annual service charge per unit of service	\$	733.00	
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Units of service:

Residence (1 to 60 fixture units)	1.00 unit
Church	1.00 unit
Country club	2.68 units
Office	1.84 units
Fire station	3.00 units
Elementary or junior high without gymnasium and/or cafeteria	1.00 unit for each 26 students in average daily attendance
Junior high school with gymnasium and/or cafeteria	1.00 unit for each 20 students in average daily attendance
High school	1.00 unit for each 15 students in average daily attendance
Junior college	1.00 unit for each 10 students in average daily attendance

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Boarding school/convent	1.00 unit for each 3.5 students/ residents in average daily attendance, plus \$12 for each 10 nonresident students	
Industrial waste discharge permit	Any direct and indirect costs incurred by the Town	
Solid waste collection and disposal monthly fee	Varies by level of service and set by separate resolution	
3 Encroachment into the public right-of-way		
Encroachment application	\$ 560.00	
Inspection deposit		
Trenching fee	\$ 16.00	per linear foot of standard trench or \$400, whichever is greater
Fence; wall; irrigation; driveway cuts	\$ 16.00	per linear foot of easement precluded from public use or \$595, whichever is smaller
4 Traffic impact fees on refuse trucks	\$1.77	per month for each refuse account

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IV MISCELLANEOUS AND ADMINISTRATIVE ACTIVITIES

A REIMBURSEMENT OF TOWN ADMINISTRATIVE COSTS

Includes, but not limited to, litter clean-up, private excavation work, weed abatement, etc., as required by code enforcement

Actual direct cost + administration and overhead

Service charge for return of illegally placed real estate signs on public property \$ 80.00

Issuance of duplicate (replacement) business license; issuance of duplicate if original is lost or destroyed \$ 50.00

False security or fire alarm within 12 months of first false alarm:

Third \$ 105.00

Fourth \$ 155.00

Fifth and each subsequent false alarm \$ 205.00

Transportation or discharge of weapons \$190 plus overhead

File search - Town Hall and records center 100% of staff time + overhead of 40%

Request for release of copyrighted materials \$ 25.00

Copies of specific Town documents:

City code \$215 + overhead

General Plan \$ 225.00

Geological hazards map \$ 30.00

Zoning ordinances \$ 10.00

Site development ordinances \$ 10.00

Town standard details \$ 10.00

Public Works maps:

Pathways \$ 30.00

Sewer \$ 30.00

Geotechnical hazards \$ 30.00

Base map \$ 30.00

All others

22" X 34" or larger \$ 30.00

18" X 26" to 21" X 32" \$15 per sheet

Comprehensive Annual Financial Report \$ 40.00

Annual Operating and Capital Improvement Program Budget \$ 40.00

Folio text \$ 30.00

Address maps \$ 1.00

Subdivision ordinance packet \$ 10.00

Annual subscription to: *

Site development agendas \$ 50.00

Planning commission

Agendas \$ 40.00

Minutes \$ 60.00

Both \$ 95.00

City Council

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Agendas	\$	60.00
Minutes	\$	85.00
Both	\$	135.00

* Charges are reduced to one-half of these amounts at mid-year

Miscellaneous copying

Hard copy (8 1/2" by 11") from hard copy	\$.25 per copy
Hard copy (8 1/2" by 11") from on-line records service	\$.75 per copy
Hard copy (8 1/2" by 11") from microfiche	\$.75 per copy
Hard copy (11" by 17") from hard copy	\$	2.00 per copy
Copies sent to printing vendor		Applicable rate charged to Town + \$3.60 per order

Street address changes	\$	180.00
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B TAXES

1 Real property transfer tax	\$.275 per \$ 500 in assessed value or fraction thereof
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2 Sales tax		1% of gross receipts
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3 Use tax		1% of sales price
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4 Business license tax

Architect	\$	135.00
Contractors: General	\$	270.00
Sub-contractor - 1 person	\$	130.00
Sub-contractor - more than 1 person	\$	170.00
Delivery truck	\$	100.00
Engineer	\$	110.00
Home occupation	\$	110.00
Keeping or stabling horses: First 2 horses	\$	85.00
Each of next 10	\$	10.00
Each in excess of 12	\$	5.00
Private schools, day care facilities, and board and care facilities	\$	110.00
Real estate broker: First broker	\$	160.00
Each of next 2 brokers or salespersons	\$	40.00
Each additional broker or salesperson	\$	15.00
First 3 employees	\$	15.00
Each additional employee	\$	5.00

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Recreational facility	\$	170.00
Septic tank pumpers	\$	170.00
Services, e.g., appliance repair, pool services, pest control, gardeners:		
Per year	\$	60.00
Per quarter	\$	10.00
Others, including real estate appraisers	\$	170.00
Transferring a business from one address within Town to another	\$	30.00

C MONETARY PENALTIES

1 Business license tax

Failure to pay when due	10% per month, to a maximum of 50%
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2 Return of check for insufficient funds

\$25 for first check;
\$35 for each
subsequent check

3 Town invoices

Payment due	Net 30 days
Delinquent charge	12% interest annually

4 Collections costs

Amount of Town
invoice plus
collection agency
costs

D ANIMAL CONTROL CHARGES

Various charges for
licenses,
impoundment,
boarding, and
disposal set by City
of Palo Alto's
Animal Control
Services Division